

**DISTRICT OF COLUMBIA
DEPARTMENT OF THE ENVIRONMENT
LEAD AND HEALTHY HOUSING DIVISION
COMPLIANCE & ENFORCEMENT BRANCH
APPLICATION BOOKLET
FOR
CERTIFICATION
OF
INDIVIDUALS AND BUSINESS ENTITIES
TO CONDUCT LEAD-BASED PAINT ACTIVITIES**

October 2010



**DISTRICT OF COLUMBIA
WORK DISCIPLINE REQUIREMENTS**

WORKER

1. Successfully complete a 16 hour accredited Lead Worker training course.
2. Possess educational and work related experiences as delineated by EPA in 40 CFR § 745.226.
3. Pay appropriate fee of \$60.00.
4. Valid picture ID.

LEAD INSPECTOR

1. Successfully complete a 24 hour District of Columbia accredited Lead Inspector training course.
2. Pass District of Columbia approved certification Lead Inspector exams (3rd party and DC Law) with 70% or better.
3. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
4. Complete eight (8) hours of hands-on instruction.
5. Pay appropriate fee of \$300.00.
6. Valid picture ID.

RISK ASSESSOR

1. Successfully complete a 16 hour District of Columbia accredited Risk Assessor training course.
2. Must have also taken and passed the Inspector Course.
 3. Pass District of Columbia approved certification Risk Assessor exams (3rd party and DC Law) with 70% or better.
4. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
5. Complete four (4) hours hands-on instruction.
6. **Proof of current liability insurance including professional, environmental and general liability insurance in an amount sufficient to cover the lead-based paint activity.**
7. Pay appropriate fee of \$300.00.
8. Valid picture ID.

SUPERVISOR

1. Successfully complete a 32 hour District of Columbia accredited Supervisor's training course.
2. Pass District of Columbia approved certification Supervisor's exams (3rd party and DC Law) with 70% or better.
3. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
4. Complete eight (8) hours of hands-on instruction.
5. Pay appropriate fee of \$300.00.
6. Valid picture ID.

PROJECT DESIGNER

1. Successfully complete an 8 hour District of Columbia accredited Project Designer's training course and the 32 hour Supervisor's training course.
2. Possess educational and work related experience as delineated by EPA in 40 CFR § 745.226.
3. Pay appropriate fee of \$300.00.
4. Valid picture ID.

BUSINESS ENTITY

1. District of Columbia lead-based paint certified employees must be employed to conduct lead-based paint activities. See Lead-Hazard Prevention and Elimination Act of 2008, DC Law 17-381, DC Code Sec. 8-231.01 (et seq.) (2009 supp.).
2. Attest to follow the work practice standards by EPA in 40 CFR § 745.226 - 745.227.
3. Proof of current liability insurance including professional, environmental and/or general liability insurance in an amount sufficient to cover the lead-based paint activity.
4. Pay appropriate fee of \$300.00.
5. **All businesses must be registered with DCRA's Corporations Division, registered with the Office of Tax Revenue and licensed under the Basic Business License program with DCRA. Contact DCRA at (202)442-4400 or visit <http://dcra.dc.gov/dcra/site/default.asp> for more information.**

APPLICATION INSTRUCTIONS FOR LEAD-BASED PAINT CERTIFICATION INDIVIDUAL DISCIPLINES

APPLICATION STATUS

1. Identify application status and include certification and expiration date where appropriate

CERTIFICATION REQUESTED

2. Indicate desired certification

PERSONAL INFORMATION

3. Print or Type last name, first name, and middle initial
4. Print or Type your street number and street name
5. Print or Type the city, state, zip code, and home telephone number
6. Complete your date of birth, sex, height, and social security number

EMPLOYMENT INFORMATION

7. Print or Type your present employer's name (the company you work for)
8. Print or Type employer's city, state, zip code, business and fax numbers
9. Print or Type your position
10. Print or Type a description of your duties.
11. Print or Type your immediate supervisor's name, phone number, and email address

APPLICANT'S TRAINING INFORMATION

12. Attach copies of current training certificates

THIRD PARTY EXAM

13. Attach copies of exam results

X-RAY FLUORESCENCE (XRF) EQUIPMENT

14. Indicate whether you use a X-RAY FLUORESCENCE (XRF) in your work, and if so, attach a copy of the Radioactive Certificate(s) issued by the Nuclear Regulatory Commission (NRC) for the equipment.

ENFORCEMENT ACTIONS

Please read the Enforcement Actions section and provide a statement, if applicable, as to any enforcement actions that may have been taken against you with respect to lead-based paint compliance.

AFFIDAVIT

Please read affidavit, sign application, and insert today's date

RELEVANT WORK EXPERIENCE

Fill in and sign section A, then give the form to someone familiar with your lead-based paint work that has agreed to act as a reference for you. Once completed, ask them to sign the form, give it to you and return it with the completed package.

Risk Assessors and Project Designers: Complete Certification of Education Form.

Risk Assessors must submit proof of current liability insurance.

All applicants must complete and sign the Clean Hands Self-Certification Form.

IDENTIFICATION: A picture ID MUST be presented at this office at time of application.

Please remember applications must be complete. Make check or money order payable to The D.C. Treasurer. Application fees are NON-REFUNDABLE.

Submit complete application package(s) to:

District Department of the Environment
Lead and Healthy Housing Division
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor
Washington, D.C. 20002
Attention: Mrs. Willie Mae Miller

Please note that ALL individual disciplines certification photos will be taken at this office.

All requirements for individual discipline and business entity are in accordance with the following:

Lead-Hazard Prevention and Elimination Act of 2008, DC Law 17-381, DC Code Sec. 8-231.01 (et seq.) (2009 supp.)

www.ddoe.dc.gov

EPA 40 CFR § 745.225 Accreditation of training programs: target housing and child-occupied facilities

www.epa.gov/lead Rules and Regulations

EPA 40 CFR § 745.226 Certification of individuals and firms engaged in lead-based paint activities: target housing and child-occupied facilities

www.epa.gov/lead Rules and Regulations

EPA 40 CFR § 745.227 Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities

www.epa.gov/lead Rules and Regulations

All questions should be directed to (202) 535-1934 or call the Lead Hotline at 1-877-338-0364.



Government of the District of Columbia
District Department of the Environment
Lead and Healthy Housing Division
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor, Washington, D.C. 20002
202-535-1934

APPLICATION FOR LEAD-BASED PAINT CERTIFICATION – INDIVIDUAL DISCIPLINES

| | | | |
|---|-------------------|------------------------------------|----------------------------|
| FOR OFFICE USE ONLY: Amount | | Interim Certification # _____ | Exp. Date _____ |
| Date Received _____ | Received \$ _____ | Check Number _____ | Full Certification # _____ |
| Fee Waived <input type="checkbox"/> (government employee) | | Renewal Certification # _____ | Exp. Date _____ |
| Authorized Signature and Date Processed _____ | | Gov't. Empl. Certification # _____ | Exp. Date _____ |

APPLICATION STATUS (Check only one)

1. NEW/INITIAL APPLICATION []

RENEWAL []

RECIPROCITY REQUEST []

REPLACEMENT []

D.C. Certification No. _____

Expiration Date _____

State of current license: _____

Certification/license No. _____

Expiration Date _____

CERTIFICATION REQUESTED (Use a separate application if more than one type is requested.)

- | 2. | INDIVIDUAL | INITIAL/RENEWAL/RECIPROCITY | INDIVIDUAL | INITIAL/RENEWAL/RECIPROCITY | * Experience &/or education required |
|----|----------------------|-----------------------------|------------------------|-----------------------------|--------------------------------------|
| | [] Inspector *** | \$300.00/2 Years | [] Project Designer * | \$300.00/2 Years | **Experience & Exam required |
| | [] Supervisor ** | \$300.00/2Years | [] Risk Assessor ** | \$300.00/2 Years | ***Exam required |
| | [] Abatement Worker | \$ 60.00/2Years | | | |
| | Returned check fee: | \$65.00 | | | |

All Risk Assessors must provide evidence of personal liability insurance ☐

PERSONAL INFORMATION

or of company liability insurance ☐

3. NAME: _____ 4. MAILING ADDRESS: _____
Last First MI Street
5. CITY: _____ STATE: _____ ZIP CODE: _____ HOME PHONE NUMBER: () _____
6. DATE OF BIRTH: _____ SEX: _____ HEIGHT: FT. ____/IN. ____ SOCIAL SECURITY NUMBER: _____
- EMAIL ADDRESS _____

EMPLOYMENT INFORMATION (Attach additional sheets if needed)

7. EMPLOYER'S NAME: _____ 8. MAILING ADDRESS: _____

City State Zip TELEPHONE NUMBER: () _____ Street FAX: () _____

9. YOUR POSITION: _____ 10. DESCRIPTION OF YOUR DUTIES _____

11. SUPERVISOR: _____ SUPERVISOR'S PHONE NUMBER: () _____
SUPERVISOR'S EMAIL ADDRESS: _____

APPLICANT'S TRAINING INFORMATION

12. APPLICANT'S TRAINING INFORMATION
Attach copies of current training certificates

THIRD PARTY EXAM

13. THIRD PARTY EXAM (if any)
Attach copies of exam results

X-RAY FLUORESCENCE (XRF)

14. For those using an X-RAY FLUORESCENCE (XRF), please attach a copy of the Radioactive Material Certificate issued for any X-RAY FLUORESCENCE (XRF) used in your work. Please indicate N/A if not applicable _____.

ENFORCEMENT ACTIONS

Has any federal, state or local jurisdiction ever revoked, suspended, modified, or proposed to revoke or suspend, or modified any relevant permit, license, certification, or approval you have held or currently hold, or has any penalty action or fine been assessed against you for failure to comply with the laws and regulations pertaining to lead-based paint?

Yes _____ No _____

If you answered "yes" to the above question, you **MUST** provide a detailed statement to fully explain the circumstances. The statement must then be attached to this application.

AFFIDAVIT

The information that I have provided in this “Application for Lead-Based Paint Accreditation” is true, accurate, and complete to the best of my knowledge. I understand that my application is subject to verification, and I agree to provide any additional documentation required to review that application. I also understand that outside sources may be contacted for purposes of verifying the information contained in this application, and I hereby give permission for the disclosure of any information that may be needed to determine the validity of the information that I have provided and/or to determine to eligibility for the certification sought. I understand that failure to provide full disclosure of any requested information that may be needed to determine the validity of this application or eligibility for certification may result in the rejection of this application. I also understand that completion of this application does not guarantee lead-based paint certification in the District of Columbia.

Further, I understand that if the Department finds that I have made a false statement or misrepresentation material to the issuance, modification, or renewal of a certification, the Department may, after notice and opportunity for hearing, suspend, revoke, modify, or refuse to issue, renew, or restore the certification. The Department may also seek to impose administrative, civil, or criminal penalties under D.C. Law-221. Finally, I understand that under D.C. Official Code § 22-2405, any person convicted of making false statements shall be fined not more than \$1,000, or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing directly or indirectly to any instrumentality of the District of Columbia Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

Signature

Date

Printed Name

**TO REPORT WASTE, FRAUD, OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL,
CALL THE INSPECTOR GENERAL ON 1-800-521-1639**

**PAGE 3
APPLICATION FOR LEAD-BASED PAINT CERTIFICATION– INDIVIDUAL DISCIPLINES**



Government of the District of Columbia
District Department of the Environment
Lead and Healthy Housing Division
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor, Washington, D.C. 20002
202-535-1934

CERTIFICATION OF EDUCATION

Required For Certification of Risk Assessors and Project Designers

Check the type of certification requested.

RISK ASSESSOR []

PROJECT DESIGNER []

1. NAME: _____ 2. MAILING ADDRESS: _____
Last First MI Street
3. CITY: _____ STATE: _____ ZIP CODE: _____ 4. DATE OF BIRTH: _____
5. SOCIAL SECURITY NUMBER: _____ 6. BUSINESS NUMBER: () _____ 7. FAX: () _____
8. EMAIL ADDRESS: _____ 9. EVENING NUMBER: () _____ 10. PAGER NUMBER: () _____
11. CELLULAR NUMBER: () _____

HIGHEST LEVEL OF EDUCATION

(Please note: for INSTITUTION Official academic transcripts or diploma serve as recognized documentation to meet this requirement and must be attached)

12. HIGH SCHOOL [] NAME: _____ ADDRESS: _____ PHONE NUMBER: () _____
13. INSTITUTION [] NAME: _____ ADDRESS: _____ PHONE NUMBER: () _____

DATE ATTENDED: _____ DEGREE: _____

Signature

Date

Printed Name



GOVERNMENT OF THE DISTRICT OF COLUMBIA
District Department of the Environment
Lead and Healthy Housing Division
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor
Washington, D.C. 20002
202-535-1934

RELEVANT WORK EXPERIENCE

(Attach additional sheets if necessary)

Required for Certification of Lead Supervisors, Inspectors, Risk Assessors, and Project Designers

Instructions: Section A: To be completed by the applicant.

Section B: To be completed by a person familiar with the work experience of the applicant (may be a current or former supervisor).

Section A

1. Name: _____
First Middle Last Title
2. Home Address: _____
City, State, Zip Code: _____
3. Telephone Numbers: () _____ () _____
Home Beeper/Cellular
4. E-mail address: _____
5. Check the one type of certification you are requesting.

| | |
|--|---|
| <input type="checkbox"/> Lead Project Designer | <input type="checkbox"/> Lead Inspector |
| <input type="checkbox"/> Lead Supervisor | <input type="checkbox"/> Lead Risk Assessor |

I authorize (name) _____ (address) _____ to furnish the information requested in Section B.

Applicant's signature: _____ Date: _____

Section B

Name of Individual Reference: _____ Company/Business: _____

Phone Number: () _____ E-Mail: _____

Address: _____
Street
City
State
Zip

Dates of Experience: From: _____ To _____ Position: _____

Describe the specific type of relevant work (with which you are familiar) performed by the applicant named in Section A.

Reference signature: _____ Date: _____

Printed name: _____



Government of the District of Columbia
District Department of the Environment
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor, Washington, D.C. 20002
202-535-1934

APPLICATION FOR LEAD-BASED PAINT BUSINESS ENTITY CERTIFICATION

FOR OFFICE USE ONLY: Date _____ Amount _____
Received _____ Received \$ _____ Check Number _____ Certification Number _____
Authorized Signature and Date Processed _____

APPLICATION STATUS (Check only one)

FEE = \$300.00/each Year
****returned check fee: \$65.00**

1. NEW/INITIAL APPLICATION []

RENEWAL [] OR REPLACEMENT []

RECIPROCITY [] State: _____

D.C. Certification No. _____

State Certification/license No. _____

Expiration Date _____

Expiration Date _____

COMPANY/BUSINESS INFORMATION

2. BUSINESS NAME _____

3. FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER _____

4. STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

5. TELEPHONE NUMBERS _____
TELEPHONE FACSIMILE BEEPER/PAGER/CELLULAR

6. E-MAIL ADDRESS _____

7. DCRA BUSINESS LICENSE NUMBER _____

8. Does your business conduct lead-based paint abatements? NO ☐ YES ☐

9. Does your business conduct inspections and/or risk assessments? NO ☐ YES ☐

10. TYPE OF BUSINESS (select only one)

| | | | |
|--|--|--|--|
| Sole Proprietorship <input type="checkbox"/> | Association <input type="checkbox"/> | Government Agency <input type="checkbox"/> | International <input type="checkbox"/> |
| General Partnership <input type="checkbox"/> | Professional Corporation <input type="checkbox"/> | Federal <input type="checkbox"/> | Organization <input type="checkbox"/> |
| Limited Partnership <input type="checkbox"/> | Limited liability Company <input type="checkbox"/> | District <input type="checkbox"/> | Embassy <input type="checkbox"/> |
| Corporation <input type="checkbox"/> | Non Profit <input type="checkbox"/> | | Other (specify) _____ |

11. TYPES OF LEAD-BASED PAINT AND RELATED ACTIVITIES CONDUCTED BY YOUR COMPANY/BUSINESS ENTITY:

| | | | |
|-------------------------------------|---|--|--|
| Abatement <input type="checkbox"/> | Inspections <input type="checkbox"/> | Project Designs <input type="checkbox"/> | Clearance Testing <input type="checkbox"/> |
| Demolition <input type="checkbox"/> | Risk Assessments <input type="checkbox"/> | Renovation/Remodeling <input type="checkbox"/> | Other _____ Specify |

12. Please attach a copy of the Radioactive Material license issued for any X-RAY FLUORESCENCE (XRF) used in your work. Indicate N/A if not applicable.

13. NAME AND TITLE OF COMPANY OFFICIALS

| | | | |
|---------------|----------------|---------------|----------------|
| _____ NAME | _____ TITLE | _____ NAME | _____ TITLE |
| _____ NAME | _____ TITLE | _____ NAME | _____ TITLE |

14. Has any federal, state or local jurisdiction ever revoked, suspended, modified, or proposed to revoke, suspend, or modify any relevant permit, license, certification or approval your company has held or currently holds, or has any penalty or fine been assessed against your company or business for failure to comply with the laws and regulations governing lead-based paint activities?

NO ☐ YES ☐ If you answered, "YES" to the above question, you **MUST** provide a detailed statement to fully explain the circumstance. This statement then must be attached to this application.

15. Please complete and sign the Clean Hands Self-Certification Form and attach it to this Application.

16. All businesses must be registered with DCRA's Corporations Division, registered with the Office of Tax Revenue and licensed under the Basic Business License program with DCRA. Contact DCRA at (202)442-4400 or visit <http://dcra.dc.gov/dcra/site/default.asp> for more information. Proof of the DCRA Basic Business License or exemption must be attached to this application.

17. Attach copies of District of Columbia training certificate(s) and certification(s) for employees who will be conducting lead-based paint activities.

18. Attach proof of current liability insurance including professional, environmental and/or general liability insurance in an amount sufficient to cover the lead-based paint activity.

AFFIDAVIT

The information that I have provided in this “Application for Lead-Based Paint Business Entity Certification” is true, accurate, and complete to the best of my knowledge. I certify that I am authorized to sign this application on behalf of the persons listed in this application as the owners, partners, shareholders, officers, and directors of the company that is applying for certification.

I understand that my application is subject to verification, and I agree to provide any additional documentation required to review that application. I also understand that outside sources may be contacted for purposes of verifying the information contained in this application, and I hereby give permission for the disclosure of any information that may be needed to determine the validity of the information that I have provided and/or to determine to eligibility for certification. I understand that failure to provide full disclosure of any requested information that may be needed to determine the validity of this application or eligibility for certification may result in the rejection of this application. I also understand that completion of this application does not guarantee certification in the District of Columbia.

Further, I understand that if the Department finds that I have made a false statement or misrepresentation material to the issuance, modification, or renewal of a certification, the Department may, after notice and opportunity for hearing, suspend, revoke, modify, or refuse to issue, renew, or restore a certification. The Department may also seek to impose administrative, civil, or criminal penalties under D.C. Law-221. Finally, I understand that under D.C. Official Code § 22-2405, any person convicted of making false statements shall be fined not more than \$1,000, or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing directly or indirectly to any instrumentality of the District of Columbia Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

Signature of Attesting Individual

Title

Date

Print Name: _____

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**PAGE 3
APPLICATION FOR LEAD-BASED PAINT BUSINESS ENTITY CERTIFICATION**

October 2010



**Government of the District of Columbia
District Department of the Environment
Lead and Healthy Housing
Compliance & Enforcement Branch**

CLEAN HANDS SELF-CERTIFICATION FORM

TO THE APPLICANT: Please read this form carefully and completely before signing. The District Government shall not issue or reissue any license or permit if the applicant owes it more than \$100 in outstanding debt. A false statement on this certification requires that the District Department of the Environment (DDOE), proceed immediately to revoke the certification, accreditation and/or permit or renewal for which you are now applying and fine you \$1,000. This certification form is required to be completed and submitted with any application for a certification, accreditation and/or permit or renewal by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Official Code Sec. 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, sec. 2(b), DC Code sec. 47-2861 et. seq.).

I, _____, as _____ certify that _____
(Name) (Owner/Partner/Corporate Office) (Business Name)

trading as _____ at _____ using business tax number _____,
(Trade Name) (Business Address) (FEIN/SSN)

As of the date, does not owe more than one hundred dollars (\$100) in outstanding debt to the District of Columbia government as a result of:

1. Fines, penalties, or interest assessed pursuant to the Lead-Hazard Prevention and Elimination Act of 2008, DC Law 17-381, DC Code Sec. 8-231.01 (et seq.) (2009 supp.); or
2. Fines, penalties, or interest assessed pursuant to the Litter Control Administration Act of 1985, effective March 25, 1986, (DC Law 6-100; DC Code Sec. 8-801 (et seq.) (2001 ed.); or
3. Fines, penalties, or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Code Sec. 8-901 (et seq.) (2001 ed.); or
4. Fines, penalties, or interest assessed pursuant to the Department of Consumer and Regulatory Affairs (DCRA) Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-42; DC Code Sec. 2-1801.01 (et. seq.) (2001 ed.); or
5. Past Due Taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DC Code; or
6. Past due District of Columbia Water and Sewer Authority service fees pursuant to Title 34 Chapter 22 and 24 of the DC Code (2001 ed.); or
7. Fines, penalties or interest assessed pursuant to Traffic Adjudication Act, Title 50, Chapter 23, of the DC Code (2001 ed.)

I understand that a signed and dated *Clean Hands Self-Certification Form* is required as documentation to accompany my application for a certification, accreditation and/or permit or renewal. I understand that by completing and submitting this form, I am not guaranteed that my certification, accreditation and/or permit or renewal will be approved.

I understand that the District Department of the Environment (DDOE) and/or the Department of Consumer and Regulatory Affairs (DCRA) may conduct an investigation to ascertain the veracity of the information contained in this *Clean Hands Self-Certification Form*.

I understand that if I knowingly provide false information on this Clean Hands Self-Certification Form, DDOE, will proceed immediately to revoke each certification, accreditation and/or permit or renewal for which I am applying, and to fine me one thousand dollars (\$1,000).

SIGNATURE OF APPLICANT and TITLE

FEN/SSN

DATE